

Supreme Court of Nevada  
ADMINISTRATIVE OFFICE OF THE COURTS

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## Certified Court Interpreters Program Renewal Request

### Information and Procedures

Revised on 12/31/2013

**Fee: \$50.00**

Please utilize this checklist when preparing your CERTIFICATION and/or REGISTRATION REQUEST packet for submission to our office.

#### Have you included your:

- ☐ Completed Certification and/or Registration Request, signed and notarized?
- ☐ Documentation of continuing education (CE) credits as required in section 7 of the State Court Administrator Guidelines for the Nevada Certified Court Interpreter Program?
- ☐ Verification of 'in-court' and 'out-of-court' experience (a total of 120 hours of interpretation is required during the three-year renewal period)?
- ☐ Criminal history check information (2 fingerprint cards)?

#### **Basic Requirements**

**All the following requirements apply to all persons requesting Foreign Language Certification or Registration Renewal from the State of Nevada:**

- ☐ Pay a renewal fee of \$50.00 to the Administrative Office of the Courts (AOC), and
- ☐ Complete an application form in order to document the current name, address, and other information of the interpreter, and
- ☐ Undergo a criminal history records check; and
- ☐ Provide documentation of continuing education credits as required in section 7 of the State Court Administrator Guidelines for the Nevada Certified Court Interpreter Program; and
- ☐ Interpret a total of 120 hours in the three-year renewal period of 'in-court' proceedings and 'out-of-court' legal interviews or depositions and provide documentation of work hours. A minimum of 10 hours of actual court interpreter experience is required. It is recommended that 40 hours per year be obtained over the three-year period.

Please read **ALL of the enclosed materials** carefully before filling out and submitting the Certification Request.

#### **LAPSE OF NV COURT INTERPRETER CREDENTIAL**

A Nevada certified/registered interpreter who does not meet the renewal requirements before the expiration of the interpreter's certificate, but who still wishes to pursue recertification, **has 6 months from the expiration date to complete the requirements**, and upon completion may request recertification without having to retest (written and oral). During this period, the certification will be considered to have expired, **and the interpreter will not be certified**. If the interpreter is unable to complete the requirements within 6 months, but can show progress, he/she may take up to 1 year from the expiration date. If an interpreter must take extra time, the new certification period will extend only from expiration date of the preceding certification period.

Nevada Certified Court Interpreter Program

**COURT INTERPRETER CERTIFICATION REQUEST**

**1. PERSONAL INFORMATION**

Name: \_\_\_\_\_

SS#: \_\_\_\_\_ Contact Numbers: \_\_\_\_\_ or \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ DOB: \_\_\_\_\_

Are you a United States Citizen?     ☐ Yes            ☐ No            Place of Birth: \_\_\_\_\_

✓     *If you are not a United States citizen, you must provide verification of being a lawful permanent resident of the United States or otherwise authorized to work.*

**2. EXISTENCE OF NEVADA BUSINESS LICENSE**

All applicants MUST complete this section. Please select ONE option.

- ☐ I have a NV business license number assigned by the Secretary of State upon compliance with the provisions of NRS Chapter 76. My NV business license number is: \_\_\_\_\_.
- ☐ I do NOT have a Nevada business license number.

The Administrative Office of the Courts is not the arbiter of determining whether the applicant needs a business license. Information about the Nevada business license can be found on the Secretary of State's website at: <http://nvsos.gov/>

*Please note that the AOC may deny a credential renewal if the interpreter does not respond to one of the above mentioned options (**Section 2 –Existence of Nevada Business License**). Additionally, the AOC may deny a credential renewal if the State Controller notifies the AOC that the interpreter owes a debt to the State and refuses to make payment arrangements.*

### 3. EDUCATION/TRAINING HISTORY

Please list your education/professional training. List your present or more recent attended institution first.  
List only semester hours.

(If the institution was on the quarter system, please convert to semester hours. One (1) quarter hour converts to 2/3-semester hour.)

| From | To | Academic Institution<br>(High School/College) | Location<br>(City/State) | Semester Hours | Major | Degree |
|------|----|---|--------------------------|----------------|-------|--------|
|      |    |   |                          |                |       |        |
|      |    |   |                          |                |       |        |
|      |    |   |                          |                |       |        |
|      |    |   |                          |                |       |        |
|      |    |   |                          |                |       |        |

**IMPORTANT:** All “**Yes**” responses to the following professional conduct questions require a complete explanation. Attach an additional sheet if necessary.

4. Have you had, or do you currently have, a credential under review for suspension, revocation or other disciplinary action? ☐ Yes ☐ No

If “**Yes**”, please explain:

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5. Have you ever been dismissed from any non-interpreting or interpreting position due to any immoral or unprofessional conduct, or unfitness for service? ☐ Yes ☐ No

If “**Yes**”, please explain:

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6. Have you ever been convicted of any violation of the law other than moving traffic violations?

☐ Yes

☐ No

(You must answer “**Yes**” if you have any convictions, in any state, no matter how long ago, whether felony or misdemeanor, even if they have been set aside, vacated, pardoned, expunged, dismissed or appealed, whether or not your civil rights were restored, whether you successfully completed probation, went to trial, entered a guilty plea or a no contest plea.)

If “**Yes**”, please explain as accurately and completely as possible. Providing false or incomplete information may result in the rejection of your court interpreter credential request.

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7. Have you ever been convicted, or do you currently have pending charges of a gross and/or simple misdemeanor:

a) involving violence/domestic violence?

☐ Yes

☐ No

b) requiring registration as a sex offender?

☐ Yes

☐ No

c) involving theft, fraud, or dishonesty?

☐ Yes

☐ No

d) involving drugs and/or alcohol?

☐ Yes

☐ No

If “**Yes**”, please provide the date of such conviction/charge and explain as accurately and completely additional details. Providing false or incomplete information may result in the rejection of your court interpreter credential request.

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Nevada Certified Court Interpreter Program

**OATH TO UPHOLD THE CODE OF PROFESSIONAL  
RESPONSIBILITIES FOR INTERPRETERS IN THE NEVADA COURTS**

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will use my best skill and judgment in all interpreting assignments and uphold the ethical standards in accordance with the oath set forth in NRS 50.054 and the Canons set forth in the Code of Professional Responsibility for Interpreters in the Nevada Courts, and will discharge my duties and obligations accordingly.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Must be signed in the presence of a judge, court clerk, or notary public. Falsification of this document may result in suspension/revocation of your Nevada Interpreter Certification.**

Sworn before: \_\_\_\_\_  
Name

Court: \_\_\_\_\_

NRS § 50.054 reads in part:

2. Before undertaking his duties, the interpreter shall swear or affirm that he will:
  - (a) To the best of his ability, translate accurately to the witness, in the language of the witness, questions and statements addressed to the witness;
  - (b) Make a true interpretation of the statements of the witness in an understandable manner; and
  - (c) Repeat the statements of the witness in the English language to the best of his ability.
3. While in the proper performance of his duties, an interpreter has the same rights and privileges as the witness, including the right to examine all relevant material, but is not entitled to waive or exercise any of those rights or privileges on behalf of the witness.
4. As used in this section, "interpreter" means a person who is readily able to communicate with a person who speaks a language other than English and does not know the English language, translate the proceedings for him and accurately repeat and translate the statements of the person in a language other than English to the court, magistrate or other person presiding.

# APPLICATION AFFIDAVIT

(Initial)

(Initial)

(Initial)

Date \_\_\_\_\_

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Print Name of Applicant

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